



CALIFORNIA CONSERVATION CORPS GUIDELINES FOR ACCESS TO PUBLIC RECORDS *May 2008*

Public Records

Californians have a right under the state Public Records Act and the California Constitution to access public information maintained by government agencies, including the California Conservation Corps (CCC).

Direct Your Request to the CCC Legal Office. The CCC Legal Office has overall responsibility for facilitating responses to public records requests. If you can direct your request to the following Contact Information, it will make it easier for the CCC to track and process your request which will result in you receiving a more prompt response.

Contact Information.

CCC Legal Office – PRA Request
1719 24th Street
Sacramento, CA 95816
Phone: (916) 341-3207
Email: ali.mansfield@ccc.ca.gov

Identification of Requesters. CCC employees shall not demand that persons requesting to inspect records provide their identification, or the reasons for wanting to inspect records. However, if records are to be picked up or mailed to a requester, relevant identifying information must be provided. Persons wishing to enter secured parts of the CCC buildings must comply with the CCC's security protocol, including providing identification.

Written Requests Encouraged. The CCC encourages, but does not require, requests for records to be made in writing unless the request involves records maintained by the CCC for the purpose of immediate public inspection. Examples of these types of records include Statements of Economic Interest (Form 700), department publications and these guidelines. Written requests help the CCC respond to the request and correctly identify the records requested. Denials of written requests will be provided in writing. When requests are made orally, the department may confirm the request in writing to ensure it has correctly understood the request.

Records Defined. "Records" include any writing owned, used or maintained by the CCC in the conduct of its official business. Writings include information recorded or stored on paper, computers, email or audio or visual tapes.

Identifying Records. In order to help the CCC provide records promptly,, requesters should provide specific information about the records they seek. When a record cannot be identified by name, the requester should attempt to be as specific as possible in describing the record, based on its content. If known, requesters should indicate the office, division, branch or section of the CCC that created and maintains the records.

Inspection of Records. Public records maintained by the CCC shall be available for inspection during the CCC's regular business hours. Members of the public are not required to give notice in order to inspect public records at the CCC offices during normal working hours. However, if the request requires the retrieval, review or redaction of records, a mutually agreeable time should be established for inspection of the records. Requests for Statement of Economic Interests (Form 700), CCC Public Records Guidelines, and CCC publications usually can be provided quickly. Requests for other records may take more time because the records must be located, reviewed for exempt information and copied. The CCC makes numerous publications and records freely available on the CCC website.

In order to prevent records from being lost, damaged, or destroyed during an inspection, CCC employees may determine the location of, and may monitor, the inspection.

Processing Requests for Copies of Records. When a copy of a record is requested, and the record cannot be produced immediately, the CCC will determine within 10 days after receipt of the request, whether to comply with the request, and shall promptly inform the requester of its decision and the reasons for the decision. The initial 10-day period may be extended for up to an additional 14 days if the CCC needs to:

- a. Communicate with field offices.
- b. Inspect voluminous records.
- c. Consult with other divisions or agencies.
- d. Construct a computer report to extract data.

Whenever possible, the CCC will provide records at the time the determination is made to disclose them. If immediate disclosure is not possible, the CCC will provide an estimated date when the records will be available, and will provide the records within a reasonable period of time.

Copying Fees. The CCC may charge the direct cost of duplication when it provides copies of records to the public (10 cents per page). The direct cost of duplication includes the pro rata expense of the duplicating equipment and the staff (salary/benefits) required to make a copy of the record. Direct cost of duplication does not include the staff person's time in researching, retrieving, redacting, and mailing the record. When the CCC must compile electronic data, extract information from any electronic record, or undertake computer programming to satisfy a request, the CCC may require the requester to bear the full costs, not just the direct cost of duplication.

Exemptions. The CCC will provide access to all public records upon request unless the law provides an exemption from mandatory disclosure. Examples of records exempt from mandatory disclosure under the California Public Records Act include: certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, and information that may be kept confidential pursuant to other state or federal statutes. In most circumstances, when the CCC removes or redacts exempt information from the record, it will disclose the remainder of the record.

Relevant Laws. California Constitution, Article I, Section 3, subdivision (b) and the California Public Records Act, Government Code Sections 6250-6276.48

Posting and Copy of Guidelines. A copy of these guidelines shall be posted in a conspicuous place at the offices of the CCC. A copy shall be made available free of charge upon request by any member of the public.